

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 300 - 500: Expenditures

Page 340.01

SECTION 340: APPROPRIATION WARRANT, SAFORM A-01

1. Purpose. The APPROPRIATION WARRANT is issued by the State's Comptroller as the official document in evidence of funds made available to departments and agencies by legislative authority. In the State's accounting system, it serves the following purposes:
 - (1) To establish an APPROPRIATION/ALLOTMENT LEDGER for each appropriation entered in the APPROPRIATION WARRANT.
 - (2) To record the appropriated amounts in the APPROPRIATION/ALLOTMENT LEDGER.
2. Prepared By. DAGS Accounting Division.
3. Frequency. As required.
4. Distribution.
 - (a) Copy #1 - To department or expending agency to whom the APPROPRIATION WARRANT is issued.
 - (b) Copy #2 - To Department of Budget and Finance.
 - (c) Copy #3 - Retained by DAGS Accounting Division.
5. Central Accounting. DAGS Accounting Division uses copy #3 of this form to enter the appropriation transactions to the State's appropriation/allotment records.

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SECTION 340: APPROPRIATION WARRANT, SAFORM A-01

ITEM NO.	DATA AND DATA INSTRUCTIONS
①	OP CODE - Enter the operation code to indicate the type of action to be taken with respect to this form. H1 = To create the Appropriation Ledger. H2 = To modify the APPROPRIATION WARRANT or to input a supplemental APPROPRIATION WARRANT. H3 = To delete the Appropriation Ledger.
②	APPROPRIATION WARRANT NO. - Enter the three-digit number assigned by the Comptroller.
③	DATE - Enter the date of the APPROPRIATION WARRANT.
④	19 __ at its ____ - Enter the year and the appropriate identification of the session in which the appropriation was enacted by the State Legislature, or cite other appropriate authority.
⑤	ACT - Enter the number of the legislative act that authorized the appropriation. The act number plus the year is the reference number.
⑥	LINE NUMBER - Enter a three-digit number assigned sequentially for each appropriation within an APPROPRIATION WARRANT.
⑦	ENTRY - The entry letter is preprinted.
⑧	F-YR-APP-D - Enter the following: F - The fund code. YR - The year code. APP - The appropriation account code. D - The department code.
⑨	APPROPRIATION TITLE - Enter the title or description of the appropriation.
⑩	APPROPRIATION TITLE - Enter the continuation of the appropriation title if Item ⑨ did not provide sufficient space.
⑪	CODE - Enter the six-digit census function code that applies to the appropriation (optional).

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SECTION 340: APPROPRIATION WARRANT, SAFORM A-01

ITEM NO.	DATA AND DATA INSTRUCTIONS
⑫	Enter the same appropriation symbol as Item ⑧ .
⑬	LAPSE - Enter the lapse date of the appropriation.
⑭	AMOUNT - Enter the amount of the appropriation.
⑮	GRAND TOTAL - Enter the total of all appropriated amounts within an APPROPRIATION WARRANT. If the APPROPRIATION WARRANT consists of more than one page, the Grand Total is reflected on the last page only.

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SECTION 340: KEYED TO INSTRUCTIONS FOR SAFORM A-01

OP CODE (1)
19-20

STATE OF HAWAII

APPROPRIATION WARRANT

Appropriation Warrant No. (2)

Date (3) 197

To
(Department or Agency)

The Legislature of 19 at its (4) Session having by Act (5) appropriated the sum of

\$ for the purposes and for the period therein specified, you are authorized to cause this sum to be credited to the general and detailed accounts of appropriations, and for so doing this shall be your WARRANT.

.....
COMPTROLLER, STATE OF HAWAII

NUM- BER		ENTRY	TR 41 F-YR-APP-D	APPROPRIATION TITLE	CODE LAPSE	AMOUNT
<u>(6)</u>	A	<u>(12)</u>	<u>(8)</u>	<u>(9)</u>	<u>(11)</u> <u>(13)</u>	<u>(14)</u>
	B			<u>(10)</u>		
	C					
	A				---	
	B					
	C					
	A				---	
	B					
	C					
	A				---	
	B					
	C					
GRAND TOTAL					<u>(15)</u>	

STATE ACCOUNTING FORM A-01
JULY 1, 1972

February 1, 1978